Objects on Loan – Create

Purpose Use this procedure to record agency items that have been issued to an employee for business purposes.

Trigger Perform this procedure when tracking agency items that have been issued to an employee.

Prerequisites

- None.

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration Processor

Change History	
Date	**Change Description**
9/4/2009	New procedure name (previous: Badge Number Assignment – Objects on Loan) and template. The overall procedure has been changed and is now generic.

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

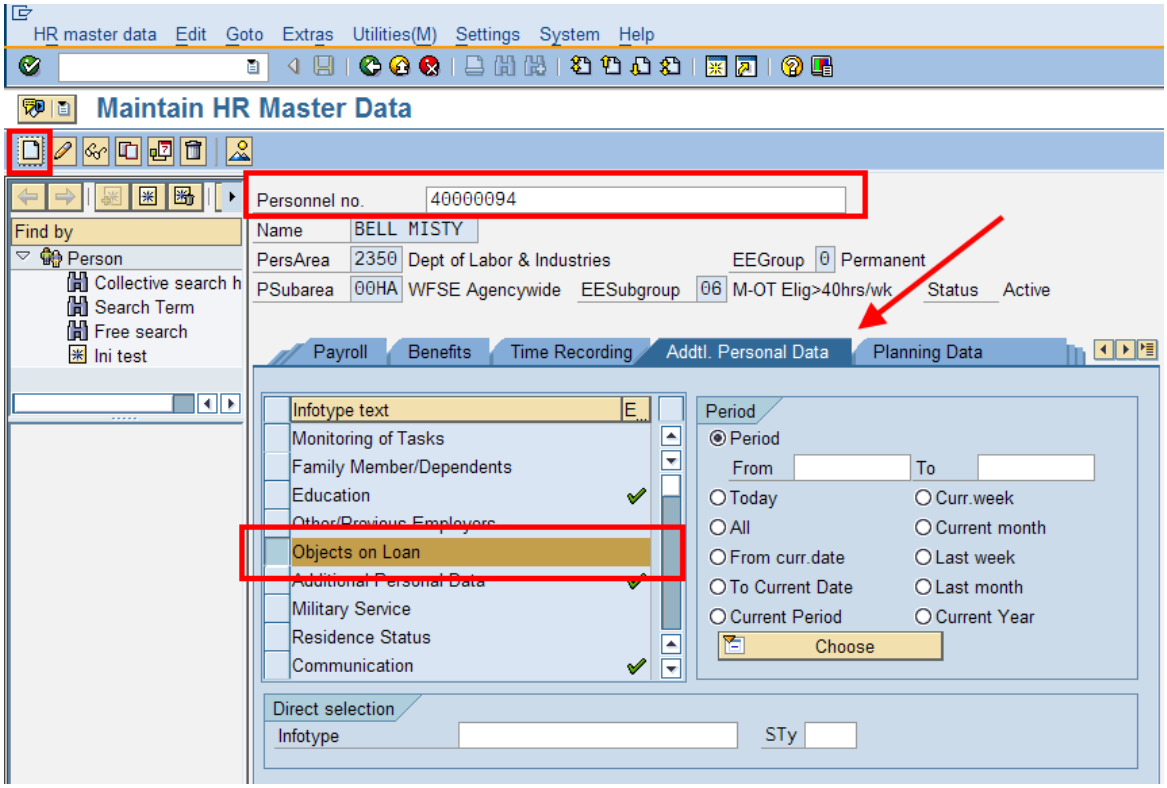
Helpful Hints	None.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

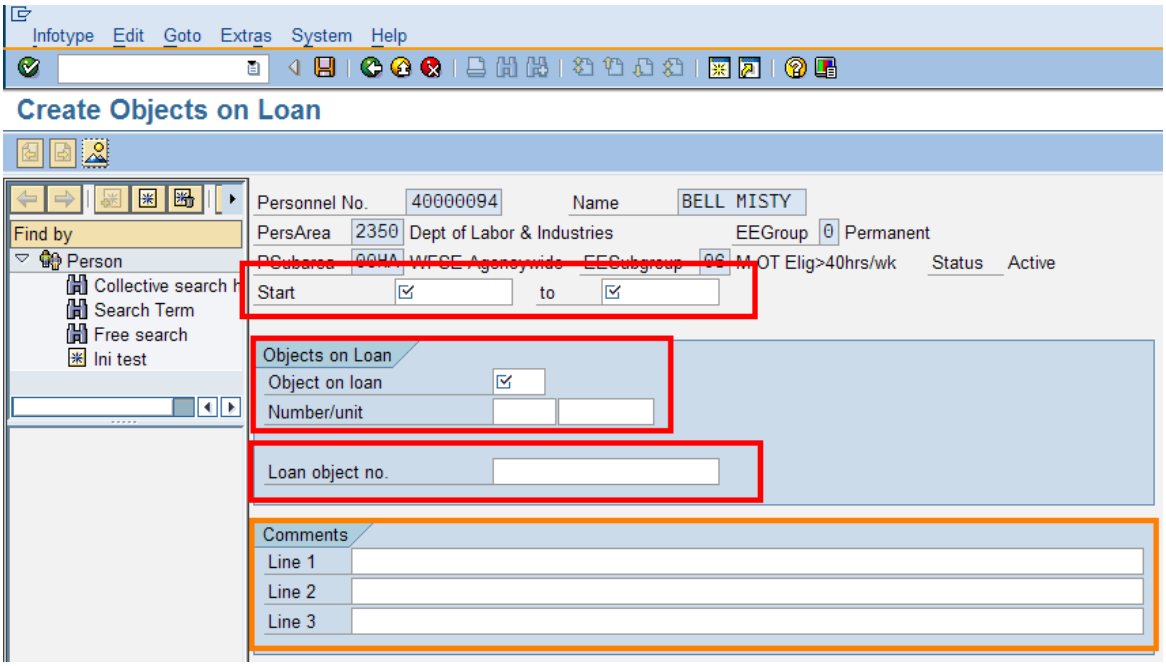
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. **Example**: 40000094

3. Click (Enter) to validate the information.

4. Click Addtl. Personal Data to select.

5. Click the box to the left of Objects on Loan to select.

6. Click (Create) to create a new record.

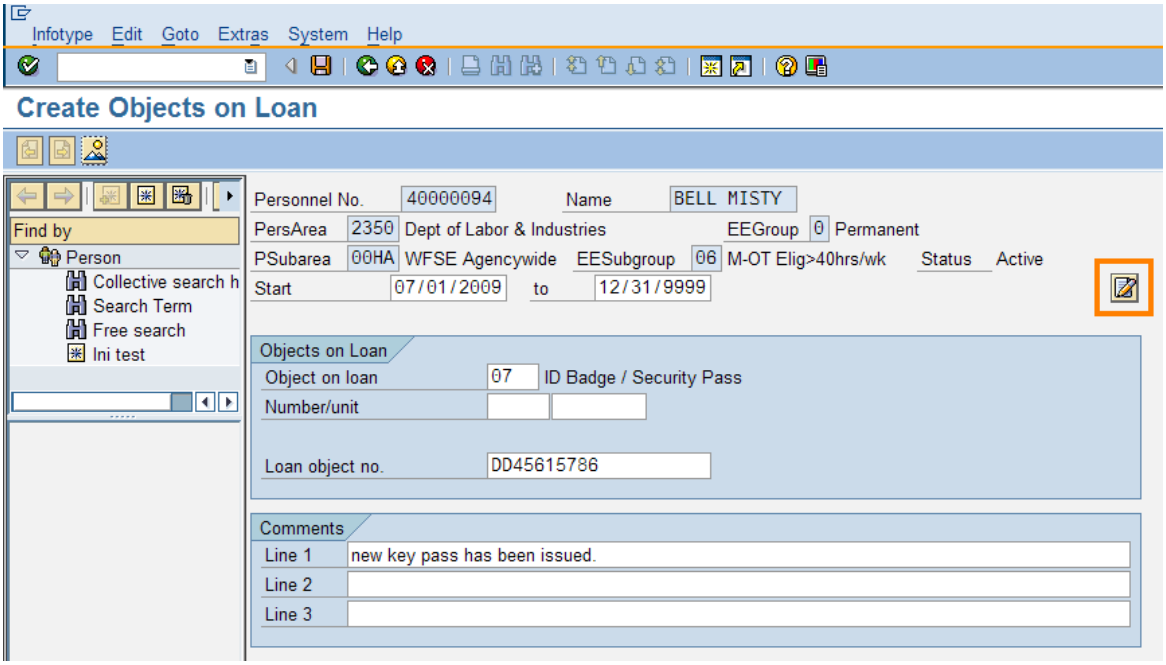


7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. **Example**: 07/01/2009
to	R	It specifies the end date of a record. **Example**: 12/31/9999
Object on Loan	R	This allows for an agency to track specific State-owned assets that have been loaned to an employee. Click the (Matchcode) to open the selection list. **Example**: 07 (ID Badge / Security Pass)
Number/unit	O	This is a combination of fields that defines the number to be compensated. Click the (Matchcode) to open the selection list. **Example**: 1 Piece

Loan object no.	O	This can be used to track the serial number or agency assigned inventory number.

Comments	O	This is used to document additional information, an observation or statement. When validating your entry, an infotype message will automatically be generated. This is the Maintain Text feature.



8. Click (Enter) to validate the information.

9. Click (Save) to save.

10. You have completed this transaction.

Results
You have successfully created Objects on Loan (0040) infotype.
Comments
None.

State of Washington